

**Draft--1/7/2000**

# **Government Technology Collaboration Fund Guidelines**

## **PURPOSE OF THE GRANT PROGRAM**

### **Establishment of the Government Technology Collaboration Fund**

The Government Technology Collaboration Fund was created by state statute (Section 86-1513):

"The Government Technology Collaboration Fund is created. The fund shall be granted by the commission. The fund shall be used to provide incentives for collaborative technology projects and programs by state agencies, boards, and commissions and to assist in meeting the technology needs of small agencies as determined by the commission. Expenditures from the fund shall be approved by the commission only after review by the technical panel created in section 86-1511. The fund shall be administered by the Department of Administrative Services. Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act."

The Legislature appropriated \$500,000 to this fund for the FY 1999-2001 Biennium.

### **Furthering NITC Goals and State Government Council Priorities**

The Government Technology Collaboration Fund will be used to further the goals and priorities established by the Nebraska Information Technology Commission (NITC) and the NITC's State Government Council. The Government Council recommends that the Government Technology Collaboration Fund be used for projects that serve the Council's priority for e-government.

## **APPLICATION GUIDELINES**

### **Deadlines**

Applications must be postmarked, hand-delivered, or sent by e-mail no later than 5 p.m. CDT on May 1, 2000. Based on technical reviews and recommendations by the State Government Council, the NITC will award grants in June 2000.

## **Eligible/Ineligible Activities**

Activities that support e-government are eligible for funding. Salaries are eligible if they are necessary for the implementation of the overall project. Equipment costs and transmission costs are eligible if they are necessary for the implementation of the overall project.

Buildings, rents, non-telecommunications utilities, and indirect costs are *ineligible* for grant funds.

## **Eligible Entities**

Only state agencies, boards and commissions are eligible for Government Technology Collaboration Fund grants. State agencies may submit collaborative projects with local government partners.

## **Match Requirement**

A 25 percent match is required. The match may be a cash match, an in-kind match, or a combination of the two. An in-kind match can include time, people, machines, buildings, rent, and utilities. Both cash and in-kind matches must be documented.

Acceptable documentation of an in-kind match include:

- Copies of sign-in sheets for volunteers or other records of volunteer hours.
- A signed letter from an employee's supervisor indicating that he/she has contributed a specified number of hours working on the project.
- A signed letter from the appropriate supervisor/director documenting the use of facilities and equipment.

## **Length of Projects**

Projects should be completed within 12 months after the start of the project.

## **FORMAT AND PROCEDURES**

### **Assistance with Preparing Applications**

In order to facilitate the preparation of grant applications, sample applications will be available on the State Government Council section of the NITC web site (<http://www.nitc.state.ne.us>). A list of Frequently Asked Questions (FAQs) will be included.

### **Submission of Applications**

All applications should be submitted on the form provided with this document. Applicants may download the form or duplicate it on their own word processor. If a

question included on the application form is not applicable to the project being submitted, please briefly indicate why the question is not applicable.

Applicants should submit, along with the completed application form, a letter signed by a person who has the legal authority to bind the applicant to a contract. All partners or collaborators should also include, with the application, their letters of commitment. The office of the Chief Information Officer will acknowledge receipt of all such letters.

Applications should be provided in any of the following ways:

- E-mail notice with the application attached as a Word Document (Office97)
- E-mail notice with the application on the agency's web site in a PDF or other easily printed format
- On paper, delivered by U.S. mail, inter-office mail, or hand-delivered to:  
Office of the Chief Information Officer/NITC  
State of Nebraska  
521 South 14<sup>th</sup> Street, Suite 200  
Lincoln, NE 68508-2707

Applications must be received by 5 p.m. CDT on May 1, 2000.

### **Application Review Process**

The completed application forms will be reviewed in the Office of the Chief Information Officer for compliance with minimum eligibility requirements. Ineligible applications will be returned to the applicant with an explanation and suggestions for improving the document.

Eligible grant applications will be forwarded to the Technical Review Committee (created by Section 86-1511) for their analysis. The Technical Review Committee will forward applications that have been reviewed (and scored according to the criteria in the technical review process) to the Government Technology Collaboration Fund Review Committee. The Government Technology Collaboration Fund Review Committee will consist of members of the State Government Council, NITC staff, and other persons designated by the Chair of the State Government Council. Agencies may be asked to revise their proposals, if the review process identifies ways to strengthen an application.

The Government Technology Collaboration Fund Review Committee will bring its recommendations to the State Government Council. Only members without conflicts of interest will be allowed to vote on which projects will be recommended for funding. Grant applications approved by the State Government Council will be submitted to the Nebraska Information Technology Commission at their next quarterly meeting. The NITC, upon approval of any or all of the proposals recommended by the State Government Council, will authorize the disbursement of grant funds. The NITC may reject any or all projects that are otherwise eligible for funding but do not meet the NITC's expectations to justify a grant.

## **Memorandum of Agreement**

Grant recipients must enter into a memorandum of agreement with the NITC. The agreement will commit the agency to the project scope and deliverables, cost, timetable, and reporting requirements.

## **Disbursement of Funds**

Agencies must prepare and sign a disbursement document with supporting information for all grant-supported expenditures. The disbursement document should include the agency's line of coding for its 25% match (unless in-kind personnel costs are being used as match). The Office of the Chief Information Officer will provide the line of coding for the eligible grant share and submit the document to DAS Accounting for payment. Supporting information should include receipts or invoices of all expenditures made with grant funds.

## **Reporting Requirements**

Grant recipients will be required to submit progress reports every six months until the project is completed. It is the expectation of the State Government Council that no project will require more than 12 months to complete. A full report, detailing the results of the project, will be required shortly after the project is finished. This information will be publicized so that everyone can benefit from the work supported by grant funds.

## **Right to Audit**

The NITC reserves the right to audit any and all grants for a period of 2 years after project completion

## **FOR MORE INFORMATION**

For further information, please contact:  
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